

Amendment I to RFP 2015-EB-01

11/19/2015

NOTE THE FOLLOWING AND ATTACHED ADDITIONS, DELETIONS AND/OR CHANGES TO THE REQUIREMENTS FOR THE REQUEST FOR PROPOSAL NUMBER: 2015-EB-01. THIS AMENDMENT MUST BE INCLUDED IN THE VENDOR'S RESPONSE AND MEET THE REQUIREMENTS AS DEFINED IN THE RFP.

THE VENDOR MUST SIGN AND RETURN THIS AMENDMENT WITH THEIR PROPOSAL.

I. Section B, Schedule of Events, page 3, change as follows:

Currently Reads as:

The following RFP Schedule of Events represents Medicaid's best estimate of the schedule that shall be followed. Except for the deadlines associated with the vendor question and answer periods and the proposal due date, the other dates provided in the schedule are estimates and will be impacted by the number of proposals received. Medicaid reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be posted on the RFP website at www.medicaid.alabama.gov.

EVENT	DATE
RFP Issued	10/26/15
Deadline for Questions to be submitted	11/9/15
Deadline for questions to be posted to website	11/19/15
Proposals Due by 5 pm CT	12/2/15
Evaluation Period	12/7/15 – 12/14/15
Contract Award Notification	TBD
**Contract Review Committee	TBD
Official Contract Award/Begin Work	TBD

* * By State law, this contract must be reviewed by the Legislative Contract Review Oversight Committee. The Committee meets monthly and can, at its discretion, hold a contract for up to forty-five (45) days. The "Vendor Begins Work" date above may be impacted by the timing of the contract submission to the Committee for review and/or by action of the Committee itself.

Revised as:

The following RFP Schedule of Events represents Medicaid's best estimate of the schedule that shall be followed. Except for the deadlines associated with the vendor question and answer periods and the proposal due date, the other dates provided in the schedule are estimates and will be impacted by the number of proposals received. Medicaid reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be posted on the RFP website at www.medicaid.alabama.gov.

EVENT	DATE
RFP Issued	10/26/15
Deadline for Questions to be submitted	11/9/15
Deadline for Questions to be posted to website	11/19/15
Deadline for Second Round Questions to be submitted by noon CT	11/23/15

Deadline for Second Round Questions to be posted to website	11/30/15
Proposals Due by 5 pm CT	12/3/15
Evaluation Period	12/7/15 – 12/14/15
Contract Award Notification	TBD
**Contract Review Committee	TBD
Official Contract Award/Begin Work	TBD

* * By State law, this contract must be reviewed by the Legislative Contract Review Oversight Committee. The Committee meets monthly and can, at its discretion, hold a contract for up to forty-five (45) days. The “Vendor Begins Work” date above may be impacted by the timing of the contract submission to the Committee for review and/or by action of the Committee itself.

II. Section II, Scope of Work, page 12, change as follows:

Currently Reads as:

B. Organizational and Staffing Plan

As part of the Proposal, the Vendor must:

3. Provide a staffing matrix identifying all staff assigned to this contract along with their respective titles, telephone numbers, email addresses and location. Any subsequent changes to the organizational plan shall be approved by Medicaid.

Revised as:

B. Organizational and Staffing Plan

As part of the Proposal, the Vendor must:

3. Provide a staffing matrix identifying all key personnel assigned to this contract along with their respective titles, telephone numbers, email addresses and location. At a minimum, key personnel includes the positions described in Subsection C. Organizational and Staffing Requirements. Any subsequent changes to the organizational plan shall be approved by Medicaid.

III. Section II, Scope of Work, page 17, change as follows:

Currently Reads as:

F. New Enrollment

5. The Vendor must be able to meet the following requirements:
 - d. Enrollees may switch to a different RCO within the Region without cause in the first ninety (90) Calendar Days following enrollment with the RCO. The number of changes allowed will be limited to the number of RCOs within the enrollee's region. The Vendor will provide assistance to enrollees who contact the Vendor requesting to change RCOs during this time period. Following the ninety (90) Calendar Day period, enrollees will be subject to a lock-in period of twelve (12) consecutive months, in which enrollees will only be able to disenroll from the RCO for cause. The Vendor will be responsible for tracking the ninety (90) day timeframe before locking the enrollee into the RCO.

Revised as:

5. The Vendor must be able to meet the following requirements:
 - d. Enrollees may switch to a different RCO within the Region without cause in the first ninety (90) Calendar Days following enrollment with the RCO. The number of changes allowed will be limited to the number of RCOs within the enrollee's region. The Vendor will provide assistance to enrollees who contact the Vendor requesting to change RCOs during this time period. Following the ninety (90) Calendar Day period, enrollees will be subject to a lock-in period of twelve (12) consecutive months, in which enrollees will only be able to disenroll from the RCO for cause. This twelve (12) month lock-in period is inclusive of the ninety (90) Calendar Day period. The Vendor will be responsible for tracking the ninety (90) day timeframe before locking the enrollee into the RCO.

IV. Section III, Pricing, page 41, change as follows:

Currently Reads as:

Vendor's response must specify a firm and fixed fee for completion of the Enrollment Broker development, implementation, and updating/operation process. The firm and fixed price the first year of the proposed contract (implementation year) and subsequent years must be separately stated in the RFP Cover Sheet on the first page of this document as well as the pricing sheet table (Appendix C). Vendors are to base their firm and fixed fee on providing enrollment to an average of 700,000 recipients.

The firm and fixed fee shall exclude pass-through expenses, which include development of materials, printing of materials, and postage requirements, including postal rate increases, postal preparation fees for bulk and mass mailings, and all cost associated with all outreach, education, and enrollment materials specified in the RFP. The Vendor will

be responsible for determining and documenting pass-through expenses. The Vendor shall make a reasonable effort to obtain the least costly alternative for all pass-through expenses involved. The Vendor shall take advantage of high volume printing and price comparison shopping, and automation based rates and services provided by the Postal Service including zip+four, presorting, bar coding and bulk mailing. All pass-through expenses must be documented in the pricing sheet table (Appendix C).

A monthly invoice will be submitted to Medicaid for compensation for the work performed. Compensation for all approved pass-through expenses shall be paid based on documented costs.

Revised as:

Vendor's response must specify a firm and fixed fee for completion of the Enrollment Broker development, implementation, and updating/operation process. The firm and fixed price the first year of the proposed contract (implementation year) and subsequent years must be separately stated in the RFP Cover Sheet on the first page of this document as well as the pricing sheet table (Appendix C). Vendors are to base their firm and fixed fee on providing enrollment to an average of 700,000 recipients.

The firm and fixed fee shall exclude pass-through expenses, which include development of materials, printing of materials, and postage requirements, including postal rate increases, postal preparation fees for bulk and mass mailings, and all cost associated with the printing of all outreach, education, and enrollment materials specified in the RFP. Pass-through expenses must not include any Vendor overhead costs. The Vendor will be responsible for determining and documenting pass-through expenses. The Vendor shall make a reasonable effort to obtain the least costly alternative for all pass-through expenses involved. The Vendor shall take advantage of high volume printing and price comparison shopping, and automation based rates and services provided by the Postal Service including zip+four, presorting, bar coding and bulk mailing.

A monthly invoice will be submitted to Medicaid for compensation for the work performed. Compensation for all approved pass-through expenses shall be paid based on documented costs.

V. Section VII, Evaluation and Selection Process, page 46, change as follows:

E. Scoring

Currently Reads as:

The Evaluation Committee will score the proposals using the scoring system shown in the table below. The highest score that can be awarded to any proposal is 100 points.

Evaluation Factor	Highest Possible Score
Vendor Profile and Experience	15
Scope of Work	40
Price	45
Total	100

Revised as:

The Evaluation Committee will score the proposals using the scoring system shown in the table below. The highest score that can be awarded to any proposal is 100 points.

Evaluation Factor	Highest Possible Score
Corporate Background and References	15
Scope of Work	40
Price	45
Total	100

I hereby acknowledge the receipt of Addendum I to RFP 2015-EB-01.

Authorized Vendor Signature

Date

Vendor Organization